

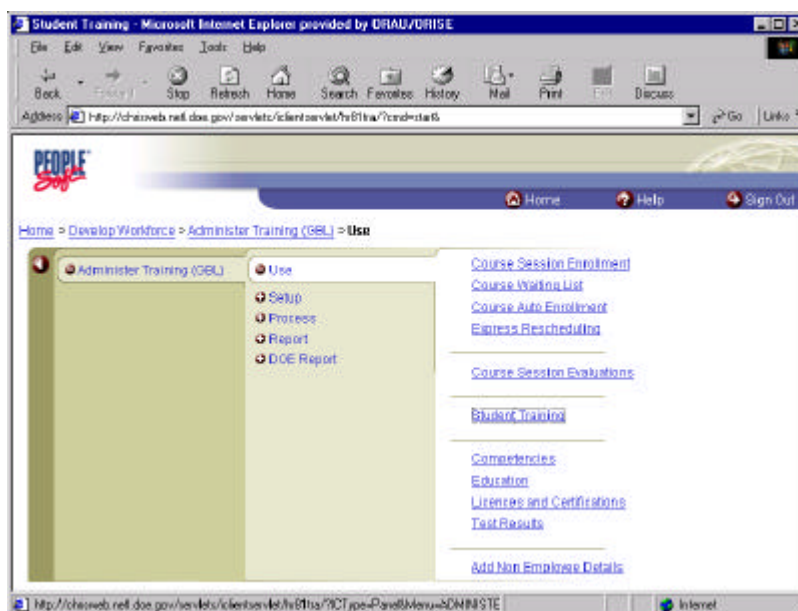
Registering a Student for External Non-costed Training

An individual may be registered for a specific external course session with no costs.

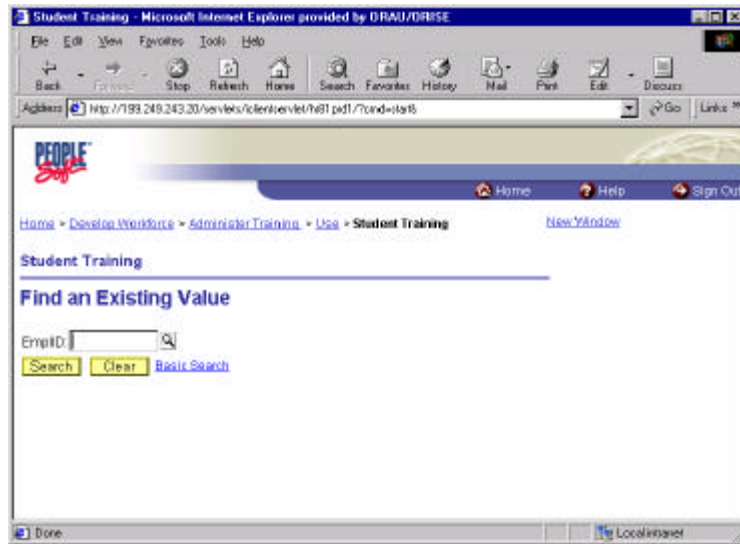
This is the only screen that can be used for registration of an external course.

To register a student for a non-costed external course:

1. At the “Home” screen, click on “Develop Workforce.”
2. Click on “Administer Training (GBL).”
3. Click on “Use.”
4. Click on “Student Training.”

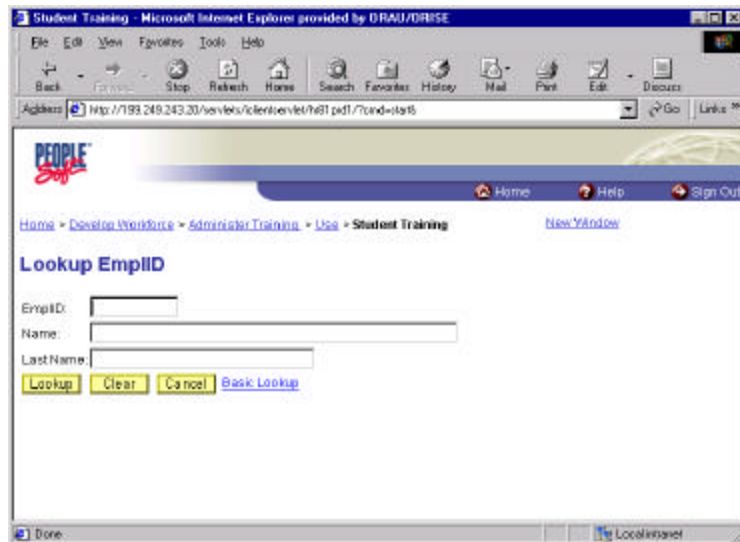


The “Student Training” screen is displayed.



5. Enter the employee's ID number or click on the magnifying glass.

When you use you click on the magnifying glass a search screen is displayed.



- 6a. Enter the employee's name in the “Name” field.

Use the PeopleSoft convention: Lastname,Firstname

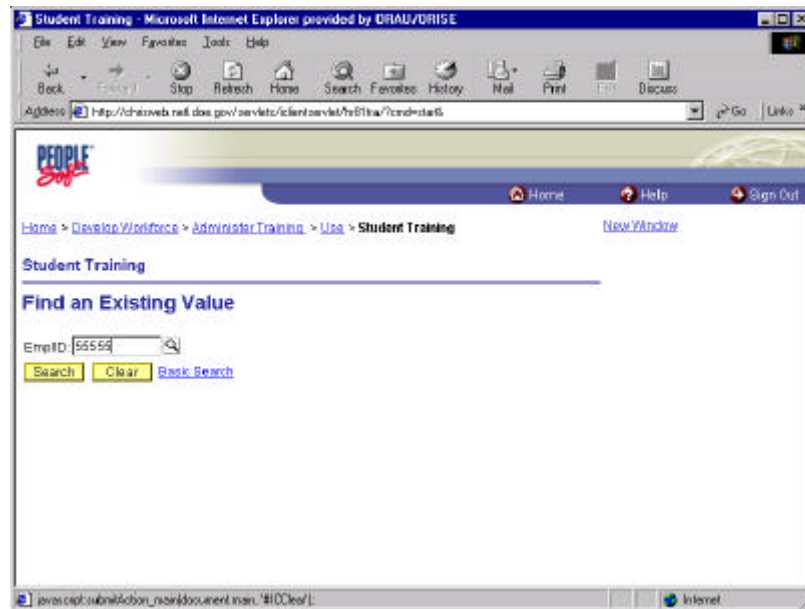
- 6b. Or, enter the last name in the “Last Name” field.

7. Click on the “Lookup” button.

CHRIS displays a list of all DOE employees with that name. However, users will be able to access only the employees associated with their organizations.

8. Click on the employee to be registered.

The employee ID number is displayed.



9. Click on “Search.”

The “Course Information” screen (the employee’s training record) is displayed.

Student Training - Microsoft Internet Explorer provided by ORAU/DRISE

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss

Address http://199.249.243.20/services/client/enroll/h61prdt/cond-wor8

Home Help Sign Out

Home > Develop/Workforce > Administer Training > Use > Student Training

Course Student Enrollment Training Request Data Payment Information Tuition Expenses Signatures and Org Address

Course Information View All First 1 of 4 Last

John Doe EmpID: 55555

Course Code: 000233 Course Title: Security Refresher Training

Internal/External: Internal Facility: Wackenhut Services, Inc.-NV Language:

Session ID: 0009 Min: 1 Max: 500 # Enrolled: 210 # Waiting: 0

Start Date: 03/11/2000 Start Time: End Time:

End Date: 03/11/2000

☐ Confid Service Agreement reqd

To register the student, INSERT A ROW, if other Course Information is already present.

10. Click on the **+** to insert a row.

A new screen is displayed requesting the course and student information.

Student Training - Microsoft Internet Explorer provided by ORAU/DRISE

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss

Address http://199.249.243.20/services/client/enroll/h61prdt/cond-wor8

Home Help Sign Out

Home > Develop/Workforce > Administer Training > Use > Student Training

Course Student Enrollment Training Request Data Payment Information Tuition Expenses Signatures and Org Address

Course Information View All First 1 of 4 Last

John Doe EmpID: 55555

Course Code: Course Title:

Internal/External: External Facility: Language:

Session ID:

Start Date: End Date:

School Name:

☐ Confid Service Agreement reqd

When registering an employee for an **external** class, bypass the course code.

11. Enter the “Course Title” and “Start/End” dates.

The screenshot shows the 'Student Training' web application in Microsoft Internet Explorer. The browser address bar shows 'http://193.249.243.20/services/client/servlet/hr61pd1/Tond=1ent1'. The application has a navigation bar with 'Home', 'Help', and 'Sign Out' links. Below the navigation bar, there are tabs for 'Course Student Enrollment', 'Training Request Data', 'Payment Information', 'Tuition Expenses', and 'Signatures and Org Address'. The 'Course Information' tab is active, displaying a form for 'John Doe' (EmpID: 55555). The form includes fields for 'Course Code', 'Course Title' (set to 'Accounting for Managers'), 'Internal/External' (set to 'External'), 'Session ID', 'Start Date' (03/14/2002), 'End Date' (03/14/2001), 'Facility', 'Language', 'School Name', and a checkbox for 'Cost Service Agreement reqd'.

12. Scroll down to see the remaining portion of the screen.

The screenshot shows the 'Student Training' web application in Microsoft Internet Explorer. The browser address bar shows 'http://193.249.243.20/services/client/servlet/hr61pd1/Tond=1ent1'. The application has a navigation bar with 'Home', 'Help', and 'Sign Out' links. Below the navigation bar, there are tabs for 'Course Student Enrollment', 'Training Request Data', 'Payment Information', 'Tuition Expenses', and 'Signatures and Org Address'. The 'Student Information' tab is active, displaying a form for 'John Doe' (EmpID: 55555). The form includes fields for 'Attendance', 'Training Reason', 'Course Type', 'Grade', 'Date Needed', 'Status Date' (11/16/2001), 'Letter Code', and 'Letter Dt'. There is also a checkbox for 'Prerequisites Met' and a link for 'Training Manual'.

13. Click on the down arrow to the right of the “Attendance” field to display a list of possible student status levels.

The screenshot shows a web browser window titled "Student Training - Microsoft Internet Explorer provided by DRAD/DRISE". The address bar shows a URL starting with "http://195.243.20...". The page has a header with the "PEOPLE" logo and navigation links: Home, Help, and Sign Out. The main form contains several fields: "Start Date" (03/14/2002), "End Date" (03/14/2001), "School Name" (text input), and a checkbox for "Conlid Service Agreement reqd". Below these is a "Student information" section with a "Prerequisites Met" checkbox. A dropdown menu for "Training Reason" is open, showing options: Course Waitlist, Denied by Manager, Denied by Training, Enrolled, Incomplete/Dropped, Incomplete/Dropped-Payma, No Show, No Show-Payment Required, Request, and Session Waitlist. Other fields include "Date Housed", "Status Date" (11/16/2001), "Letter Code", and "Letter Dt". At the bottom left are "Save" and "Return to" buttons. The status bar at the bottom indicates "Local intranet".

Attendance Levels

The attendance levels are in alphabetical order and are defined in the glossary. Each local DOE office may use its discretion at which attendance level to begin tracking training requests.

Training Reason

“Training Reason” is a required field.

14. Click on the down arrow to the right of the “Training Reason” field to select the reason.
15. Click on the down arrow to the right of the “Course Type” to select the type of course.

16. Click on the “Training Request Data” tab.

The “Training Request Data” tab is displayed.

17. Enter the “Training Objectives” if known.
18. Enter the number of hours for the class in the “Duty Hrs” field and/or “Non Duty Hrs” field.

Note: This is the only way that the hours will be placed in the student's training record.

There are four training codes to enter.

19. Enter the code next to each field. If the code is not known, press the magnifying glass to the right of the* field to display the values for that field.

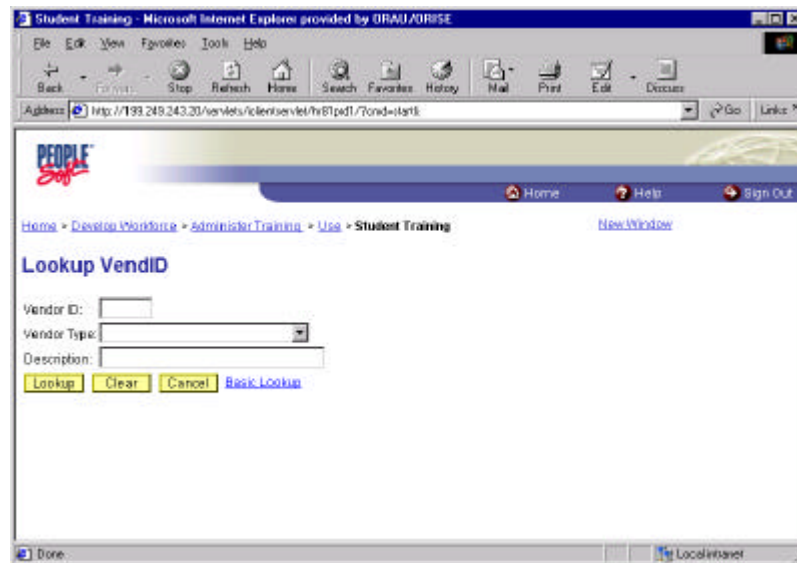
All four training codes are entered.

There are currently over 700 vendors in the system. Make sure to check for the vendor's name prior to entering it into the vendors table.

To check for a vendor:

20. Click on the magnifying glass to the right of "VendID."

The “Lookup VendID” screen is displayed.



Preferred Vendor Search Tips

The user can also narrow the search to vendors containing a certain word within the name.

To obtain a list of vendors starting with a letter, type the capital letter in the description field and click on “Search.”

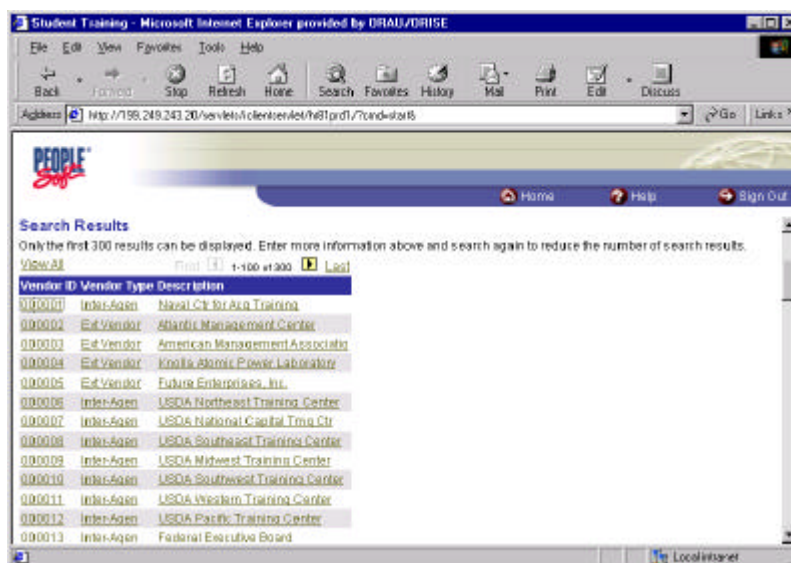
- For example, typing “M” will display all vendors beginning with “M.”
- Enter in the “Description” field a “%” sign (no quotes) and the word.
- Click on the “Search” button.
- Only vendors *containing* the word will display.
- For example, in the “Description” field, enter a % sign and the acronym USDA, e.g., %USDA.
- Click on the “Search” button.

Vendors containing the word “USDA” within the name will display.

Reminder: The system is case sensitive; the word entered will be searched for exactly as it is entered.

21. Enter the vendor's name in the description field or a word in the vendor's name with a percent sign. (e.g., %management%, %USDA%)
22. Click on the "Lookup" button.

A list of vendors is displayed.



23. Click on the vendor for the course.

The vendor ID is placed in the field, the vendor's name and address are also filled in.

The screenshot shows a web browser window titled "Student Training - Microsoft Internet Explorer provided by ORAU/ADPSE". The address bar shows "http://193.249.243.20/servelets/cleintserver/hr61pd1/food-start1". The page has a "PEOPLE Soft" logo and navigation links: Home, Help, Sign Out. Below the logo are two tabs: "Source: 1" and "Special Int: 1". The "Source: 1" tab is active, showing a form for "Name/Address of Training Vendor". The form has fields for "VendorID" (000006), "Fed EIN" (empty), "Name" (USDA Northeast Training Center), "Country" (USA), "Address1" (Graduate School, USDA), "Address2" (150 S. Independence Mall West), "Address3" (Suite 674), "City" (Philadelphia), "State" (PA), "Postal" (191063415), and "Phone" (empty). To the right of the vendor form is a "Location/Address of Training Site" section with a "Loc:" dropdown menu (currently showing "Course Session Table Address"), "Country" (empty), "Address1" (empty), "Address2" (empty), "Address3" (empty), "City" (empty), "State" (empty), and "Postal" (empty).

24. Enter the "Fed EIN" if it does not appear. This is the Taxpayer's Identification Number and may be obtained by calling the vendor.
25. Click on the down arrow to view the choices for location of training.

This screenshot is similar to the previous one, but the "Loc:" dropdown menu in the "Location/Address of Training Site" section is open, showing three options: "Course Session Table Address", "Other Address", and "Same as Training Vendor". The "Course Session Table Address" option is highlighted. The rest of the form fields remain the same as in the previous screenshot.

26. Click on the appropriate choice.

If the location or address of the training is different from the vendor's address, select other address and enter the information under the "Location/Address of Training Site."

27. Click on the "Signatures and Org Addresses" tab.

On this tab you can enter the names to print out on the SF-182. Click on the magnifying glass to search for and enter the appropriate name in each field.

Note: The names you enter will remain and print out with titles on all subsequent SF-182s. If a temporary change is needed to accommodate other signatures, you can make the changes, print the SF-182, and then change the names back.

28. Click on the "Save" button.

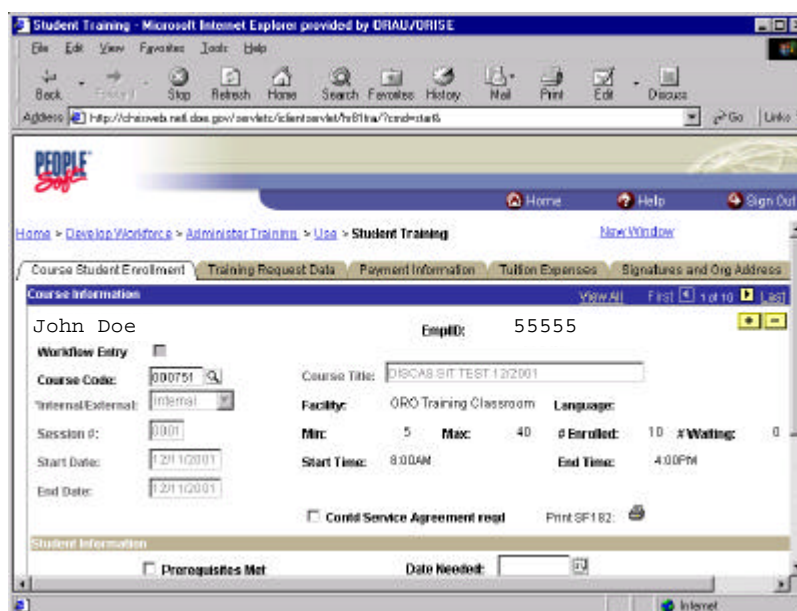
The class has been entered into the student's record.

Printing SF182 from Student Training

You can print the SF182 after completing and saving the information required for each tab of the "Student Training" screen.

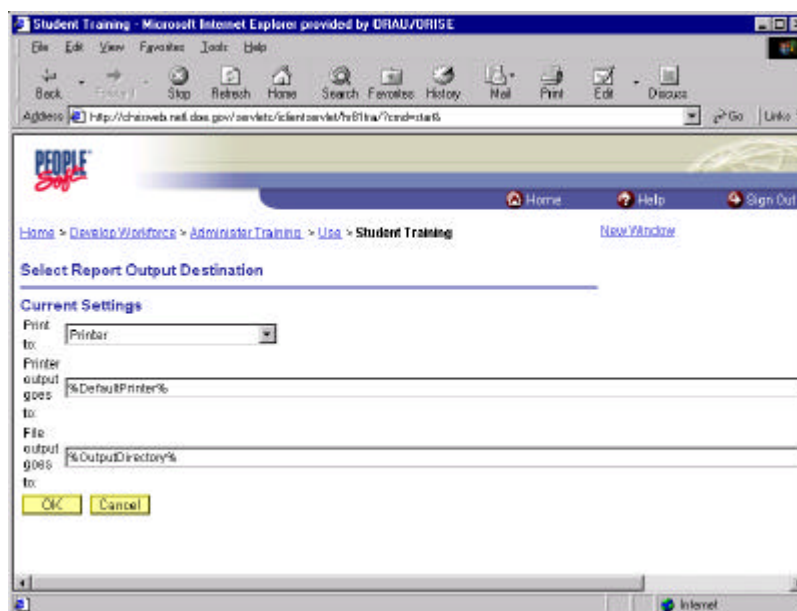
To print the SF182:

1. Click on the "Course Student Enrollment" tab.



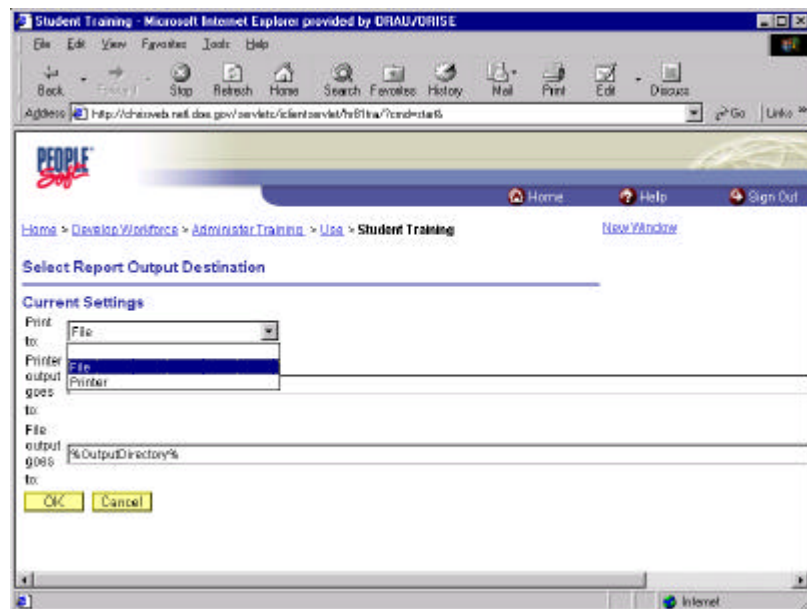
The "Course Student Enrollment" screen is displayed.

- Click on the "Printer" icon located to the right of "Print SF182."

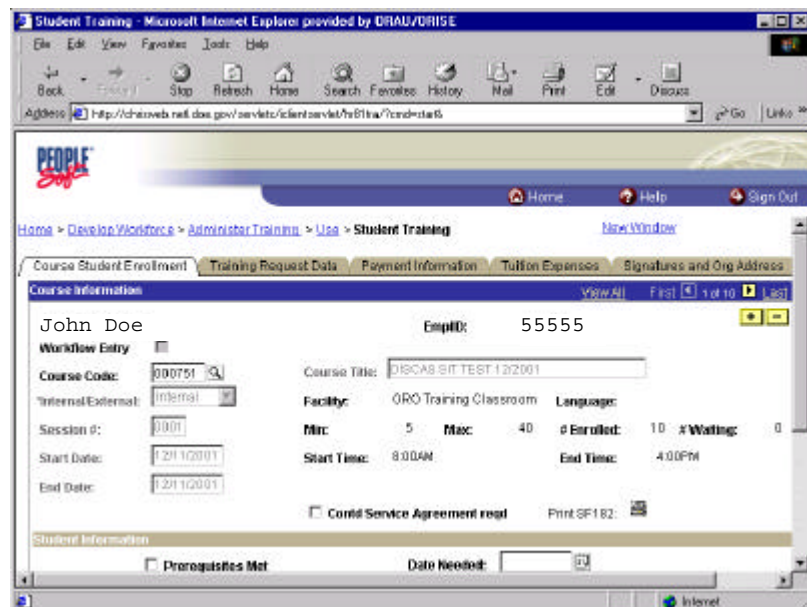


The "Select Report Output Destination" screen is displayed. The default setting is "Printer."

- Click on the "down arrow" and change "Printer" to "File."



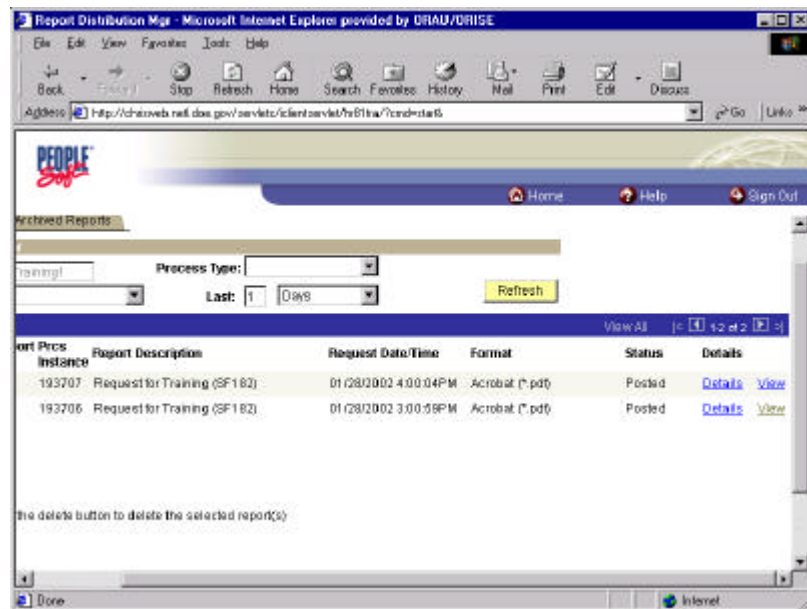
4. Click the “OK” button.



The “Student Training” screen is displayed.

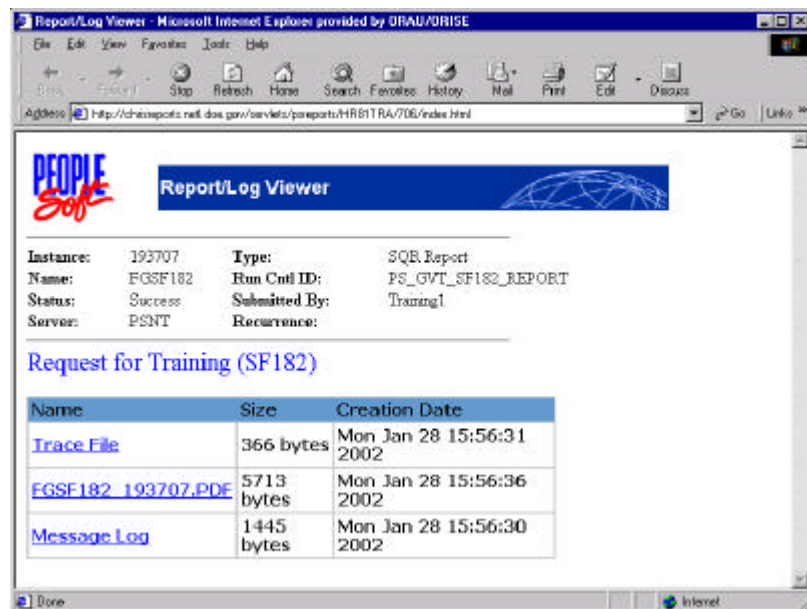
5. Click on “Home.”
6. Click on “People Tools.”
7. Click on “Report Manager.”

8. Click on "Inquire."
9. Click on "Report List."



The "Report List" is displayed.

10. Scroll to the right of the screen to display the "View" link.
11. Click on "View."



The “Report/Log Viewer” screen is displayed.

12. Click on the “.PDF” link.

REQUEST, AUTHORIZATION, AGREEMENT AND CERTIFICATION OF TRAINING

Training Req #196480090

Section A - TRAINEE INFORMATION

1. Applicant Name (Last, First, Middle Initial): John Doe DOE

2. Date of Birth (MM/DD/YYYY): 01/01/01

3. Email Address: DOE@ORO.DOE.GOV

4. Training Status (Check one):
a. Non-sponsoring ☐ b. Sponsoring ☒ c. Manager ☐
d. Supervisor ☐ e. Other ☐ f. Other ☐

5. Training Course Name: Naval Ctr for Acq Training 000001

6. Training Course Number: P.O. Box 2881, PCB Rooms 0150, Oak Ridge, TN 37831

7. Training Dates (MM/DD/YYYY): 01/01/01 to 12/31/01

8. Training Status (Check one):
a. Non-sponsoring ☐ b. Sponsoring ☒ c. Manager ☐
d. Supervisor ☐ e. Other ☐ f. Other ☐

9. Training Course Name: Naval Ctr for Acq Training 000001

10. Training Course Number: P.O. Box 2881, PCB Rooms 0150, Oak Ridge, TN 37831

11. Training Dates (MM/DD/YYYY): 01/01/01 to 12/31/01

12. Training Status (Check one):
a. Non-sponsoring ☐ b. Sponsoring ☒ c. Manager ☐
d. Supervisor ☐ e. Other ☐ f. Other ☐

The SF182 is displayed.

13. Click the “Printer” icon to print the SF182.

The SF182 is printed.